

Cullen Armet
Area E DMAC

AREA E MEMBERS

ARTESIA

BELL

BELL GARDENS

BELLFLOWER

CARSON

CERRITOS

COMMERCE

COMPTON

CUDAHY

DOWNEY

HAWAIIAN GARDENS

HUNTINGTON PARK

LA HABRA HEIGHTS

LA MIRADA

LAKEWOOD

LOS ANGELES CO

LYNWOOD

MAYWOOD

MONTEBELLO

NORWALK

PARAMOUNT

PICO RIVERA

SANTA FE SPRINGS

SOUTH GATE

VERNON

WHITTIER

AGENDA

**JOINT MEETING
OF THE GENERAL BOARD
OF
AREA E DISASTER MANAGEMENT JOINT POWERS AUTHORITY**

**WEDNESDAY, OCTOBER 21, 2015
8:30AM**

**NORWALK ARTS & SPORTS COMPLEX
13000 CLARKDALE AVENUE, MULTI- PURPOSE ROOM
NORWALK, CA 90650**

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

CONSENT CALENDAR

Consent calendar items will be considered and approved in one motion unless removed by general board member for discussion

**1. APPROVAL OF PREVIOUS MEETING MINUTES –
SEPTEMBER 16, 2015-** It is recommended that the minutes of September 16, 2015 be approved.

End of Consent Calendar

UNFINISHED BUSINESS

2. AMENDMENT TO DMAC CONTRACT- It is recommended that Area E General Board review and approve the Amendment to the Agreement for Coordinating Disaster Management Services with Area E.

Andrew Vialpando, Area E Board Chair

COMMUNICATIONS

3. AREA E EXECUTIVE COMMITTEE REPORTS

Chairman's Report – Andrew Vialpando
Area E Regional CERT Report – Andrew Stevens
Area E Fire Chiefs - Stacy Barnes
Southeast Police Chiefs - Sheri Koomen
Red Cross Steering Committee- Andrew Vialpando

4. OPERATIONAL AREA INFORMATIONAL REPORT- It is recommended that the Operational Area report be received and filed.

Cullen Armet, Area E Disaster Management Coordinator

NEW BUSINESS

5. PRESENTATION: EMERGENCY SURVIVAL PROGRAM

Emily Montanez, Program Manager, Los Angeles County Office of Emergency Management

6. PRESENTATION: AREA E CITY ASSESSMENTS

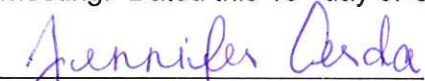
Cullen Armet, Area E Disaster Management Area Coordinator

ADJOURNMENT

The next meeting of the general board of Area E Disaster Management Joint Powers Authority will be at 8:30 AM, November 18, 2015, Norwalk Arts and Sports Complex, 13000 Clarkdale Ave, Multi- Purpose Room, Norwalk, CA 90650.

CERT COORDINATORS MEETING WILL FOLLOW THE GENERAL BOARD MEETING OF THE AREA E DISASTER MAGAGEMENT JOINT POWERS AGREEMENT- ALL CITY ESC'S/ CERT COORDINATORS ARE INVITED.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at Norwalk City Hall, not less than 72 hours prior to the meeting. Dated this 15th day of October, 2015.


Jennifer Cerda
Area E Administrative Manager

Public Comment: The public is encouraged to address the Board or Committee on any matter listed on the agenda. The General Board will hear public comment on matters not listed on the agenda during the Public Comment period.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in a City meeting or other services offered by the host City, please contact the Norwalk City Clerk's office, (562) 929-5720. Assisted listening devices are available at this meeting. Ask a staff member if you desire to use this device. Upon request, the agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with a disability. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Note: General Board agendas and minutes are available at the Area E Disaster Management Office, 13700 La Mirada Boulevard during regular business hours, 8:00 a.m. to 5:00 p.m., Monday – Friday; telephone (562) 902-2368.



Minutes of the General Board Meeting of Area E Disaster Management Joint Powers Agreement

September 16, 2015 – NORWALK ARTS & SPORTS COMPLEX

The General Board Meeting of the Area E Disaster Board was called to order at 8:40 am by Area E DMAC, Cullen Armet.

MEMBERS PRESENT	MEMBERS ABSENT
Bellflower – Joel Hockman Carson – Anita Kincherlow, Ky Truong Cerritos – Emely Merina Compton – Stacy Barnes Downey – Andrew Stevens La Mirada – Andrew Vialpando Lakewood – Nancy Hitt Lynwood – Mark Flores Montebello – Kurt Johnson, Rick Rojas Norwalk – Raquel Vernola Paramount – Carlos Mendoza Pico Rivera – Steve Gutierrez Santa Fe Springs – Darryl Pedigo South Gate – Sheri Koomen Vernon – Yesenia Barajas Whittier – Rod Hill, Yolanda Martinez Area E – Cullen Armet, Jennifer Cerda, Zaira Villa LA Co. OEM – Ashu Palta	Artesia – Sam Choi Bell – Tom Rodriguez Bell Gardens – Jeffrey Travis Commerce – Matthew Rodriguez Cudahy – Victor Ferrer Hawaiian Gardens – Juana Hernandez, Tina Rosa Huntington Park – Elsa Cobian, Juan Porras LA County OEM – Ashu Palta La Habra Heights – Charles Hurley Maywood – Carlos Fernandez Also Present: ARC– Tori Kanhayuwa CSUDH- Gary Singer, Jazzel Baliling LACoFire- Rosemary Vivero LACoPH- Dorothy O'Brien LHH- Fire Watch- Norm Zezula LASD-Norwalk- Jose Navares, Donna Johnson

ROLL CALL- Roll call was taken and self-introductions were made.

PUBLIC COMMENT- No Public Comment was made.

CONSENT CALENDAR

1.0 APPROVAL OF PREVIOUS MEETING MINUTES OF JUNE 17, 2015

Member Emely Merina moved and Member Mark Flores seconded that the minutes of June 17, 2015 be approved.

THE MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: Bellflower, Carson, Cerritos, Compton, Downey, La Mirada, Lakewood, Lynwood, Montebello, Norwalk, Paramount, Pico Rivera, Santa Fe Springs, South Gate, Vernon, and Whittier.

NOES:

ABSTAIN: Artesia, Bell, Bell Gardens, Commerce, Cudahy, Hawaiian Gardens, Huntington Park, La Habra Heights, and Maywood.

2.0 APPOINTMENT OF MEMBERS SHERI KOOMEN AND JOEL HOCKMAN TO EXECUTIVE

COMMITTEE- It was recommended that the General Board appoint the City of South Gate Board Member Sheri Koomen and the City of Bellflower Board Member Joel Hockman to the Area E Executive Committee.

Member Rod Hill moved and Member Andrew Stevens seconded that Member Sheri Koomen and Member Joel Hockman be appointed to the Area E Executive Committee.

THE MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: Bellflower, Carson, Cerritos, Compton, Downey, La Mirada, Lakewood, Lynwood, Montebello, Norwalk, Paramount, Pico Rivera, Santa Fe Springs, South Gate, Vernon, and Whittier.

NOES:

ABSTAIN: Artesia, Bell, Bell Gardens, Commerce, Cudahy, Hawaiian Gardens, Huntington Park, La Habra Heights, and Maywood.

NEW BUSINESS

3.0 AMENDMENT TO DMAC CONTRACT- It was recommended that Area E General Board review and approve the Amendment to the Agreement for Coordinating Disaster Management Services with Area E.

Member Rod Hill moved and Member Darryl Pedigo seconded that Amendments to the DMAC contract be approved.

Discussion:

Raquel Vernola, City of Norwalk, proposed to table Contract Amendment item for the October General Board Meeting, and requested that the full contract be attached to allow for review of contract with amendments.

Member Rod Hill withdrew motion. Contract Amendment item to be tabled for the October General Board meeting.

4.0 FISCAL YEAR 2015-16 BUDGET AMENDMENTS- It was recommended that the Area E General Board review and approve the proposed budget amendments to the Area E FY 2015-16 Budget.

Administrative Manager Jennifer Cerda reviewed and discussed the proposed budget amendments to the FY 2015-16 Budget.

Member Andrew Stevens moved and Member Rod Hill seconded that the FY 2015-16 Budget amendments be approved as proposed.

Discussion:

Raquel Vernola, City of Norwalk, inquired why an HR Consultant was contracted. Chairman Andrew Vialpando discussed the need of Human Resources and CalPERS management for Area E staff.

Kurt Johnson, City of Montebello, inquired if there was an outstanding balance for legal services or if legal retainer was decided upon following any incidents in Area E. Chairman Andrew Vialpando reported the payment that was made for outstanding legal services rendered for Area E and that no incidents have occurred.

Emely Merina, City of Cerritos, inquired why the Disaster Program line item was decreased. Administrative Manager Jennifer Cerda indicated that items were purchased under the FY 2014-15 budget that wouldn't be needed this year.

THE MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: Bellflower, Carson, Cerritos, Compton, Downey, La Mirada, Lakewood, Lynwood, Montebello, Norwalk, Paramount, Pico Rivera, Santa Fe Springs, South Gate, Vernon, and Whittier.

NOES:

ABSTAIN: Artesia, Bell, Bell Gardens, Commerce, Cudahy, Hawaiian Gardens, Huntington Park, La Habra Heights, and Maywood.

5. LINCOLN FIRE AFTER ACTION ORAL REPORT

Kurt Johnson, City of Montebello, gave an oral report regarding the Lincoln Fire which occurred in the City of Montebello on August 16, 2015.

6. AREA E EXECUTIVE COMMITTEE REPORTS

Chairman's Report

Chairman Andrew Vialpando discussed the actions and activities the Area E Executive Committee have performed over the summer.

Area E Regional CERT Report

Regional CERT Coordinator Andrew Stevens discussed the upcoming Flood Response refresher training scheduled September 24 at Calvary Chapel in the City of Downey from 6-9:30 pm.

Area E Fire Chiefs

Vice Chairman Stacy Barnes announced that an Area E strike team was sent to assist in the Butte Fire for the week of 9/11-9/18/2015.

Southeast Police Chiefs

Member Sheri Koomen reported that DMAC Cullen Armet will meet the Police Chiefs at their next meeting. Southeast Police Chiefs and LA County Police Chiefs used State Homeland Security Grant Program (SHSGP) funds for the Interagency Communications Interoperability System (ICIS).

Red Cross Steering Committee

Red Cross representative Tori Kanhayuwa reported that the Red Cross is implementing more to emergency management programs and are very involved with the Great Shake Out exercise. The Red Cross will conduct an EOC call out drill for cities. Contact the Red Cross if your city would like to participate (800) 675-5799. Home Fire Preparedness Campaign will be conducted October 3.

7. OPERATIONAL AREA INFORMATIONAL REPORT

DMAC Cullen Armet reviewed and discussed the September Operational Area Information Report and distributed flyers for upcoming El Nino webinar September 17 and Joint Information Center Workshop October 7.

8. AREA E CITIES ACTIVITY UPDATES

City of Norwalk- Raquel Vernola introduced the new emergency preparedness coordinator for the Los Angeles Sheriff's Department in Norwalk, Jose Navares. The City of Norwalk had conducted a City staff Lobby Readiness Competition in regards to Emergency Management.

City of Cerritos- Will be hosting OARRS training from the LA County Office of Emergency Management at the Cerritos Library. Training is tentatively scheduled for October 6.

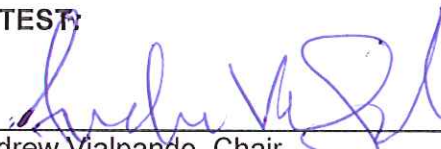
9. PRESENTATION: STRATEGIES FOR IMPROVING YOUR SHAKEOUT EXERCISE

Earthquake Program Manager from the California Institute of Technology, Margaret Vinci, shared resources and ideas to utilize for the 2015 Great ShakeOut Exercise scheduled October 15.

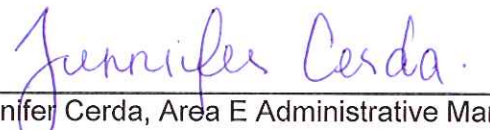
ADJOURNMENT

There being no further business to come before the Board, Member Rod Hill moved and Member Andrew Stevens seconded that the September meeting of the Area E Joint Powers Agreement be adjourned. The meeting adjourned at 11:25 am.

ATTEST:



Andrew Vialpando, Chair



Jennifer Cerda, Area E Administrative Manager

APPROVED:

October 21, 2015

October 21, 2015

AGENDA REPORT

Area E Disaster Management Joint Power Authority

General Board

To: Area E General Board

From: Andrew Vialpando, Area E Executive Committee Chairman

Subject: Disaster Management Area Coordinator (DMAC) Contract Amendment

BACKGROUND

The position of Disaster Management Area Coordinator (DMAC) was reclassified by the Area E General Board in September 2014 from full-time employee to part-time contractor. This was done in order to reduce the liability of the Joint Powers Authority (JPA) and minimize the costs and oversight issues associated with a full-time employee. As a result, it was decided that the contracted DMAC would be paid a monthly fee and all other "business costs" would be the financial responsibility of the contractor.

In May 2015, Cullen Armet was awarded the DMAC contract. Since then, he has indicated that the position requires frequent travel in order to fulfill the requirements of the position and to perform the job adequately. Mr. Armet has requested that the contract be amended to include reimbursement for mileage at the rate established by the Internal Revenue Service.

At the September 16, 2015 General Board meeting the Disaster Management Area Coordinator (DMAC) Contract Amendment was tabled for the October Board meeting.

FINDINGS

The Area E Executive Committee discussed the request to allow mileage reimbursement for the DMAC. The Committee determined that the proposed amendment would not impact the Area E Fiscal Year 2015-16 budget because \$1,280 is already allocated in a separate line item toward mileage reimbursement for the Administrative Manager. The Administrative Manager is not expected to claim mileage reimbursement funds since the DMAC position has been filled.

The DMAC contract currently precludes the DMAC from submitting mileage reimbursement. Allowing the DMAC to submit for mileage reimbursement requires a contract amendment approved by the Area E General Board.

The proposed amendment to the DMAC contract is attached (Attachment A). The amended language was reviewed by the Joint Powers Insurance Authority (JPIA). The

original signed DMAC contract executed on June 1, 2015 is also attached (Attachment B).

The following compares the proposed changes to the current language in the executed agreement.

Proposed Amended:

Section 3. Compensation. Area E agrees to compensate CONTRACTED COORDINATOR, and CONTRACTED COORDINATOR agrees to accept in full satisfaction for the services \$ **5,800** per month subject to prorating in the event of early termination and for any partial month (the "Consideration"). The Consideration shall constitute full payment for the services (including all clerical and secretarial support) and for any equipment, materials, supplies and expenses (including labor, materials delivery tax, assembly, and installation, as applicable) necessary to provide the services. Area E shall reimburse CONTRACTED COORDINATOR for vehicle mileage costs incurred while conducting Area E business at the federal standard mileage rate set each year by the Internal Revenue Service. Area E shall pay CONTRACTED COORDINATOR the Consideration in accordance with the schedule of payment set forth in Exhibit B attached hereto and incorporated herein. By way of illustration only and to provide an estimate of the nature and scope of the services the parties anticipate will be required to achieve the results expected under this AGREEMENT, the parties estimate CONTRACTED COORDINATOR will devote 25-35 hours per week performing the services. In the event that significantly more or less time is required on a regular and continuing basis, either party may request consideration of an adjustment in the Consideration.

Original:

Section 3. Compensation. Area E agrees to compensate CONTRACTED COORDINATOR, and CONTRACTED COORDINATOR agrees to accept in full satisfaction for the services \$ **5,800** per month subject to prorating in the event of early termination and for any partial month (the "Consideration"). The Consideration shall constitute full payment for the services (including all clerical and secretarial support) and for any equipment, materials, supplies and expenses (including mileage labor, materials delivery tax, assembly, and installation, as applicable) necessary to provide the services. Area E shall pay CONTRACTED COORDINATOR the Consideration in accordance with the schedule of payment set forth in Exhibit B attached hereto and incorporated herein. By way of illustration only and to provide an estimate of the nature and

scope of the services the parties anticipate will be required to achieve the results expected under this AGREEMENT, the parties estimate CONTRACTED COORDINATOR will devote 25-35 hours per week performing the services. In the event that significantly more or less time is required on a regular and continuing basis, either party may request consideration of an adjustment in the Consideration.

RECOMMENDED ACTION

It is recommended that Area E general board review and approve the Amendment to the Agreement for Coordinating Disaster Management Services with Area E Disaster Management.

ATTACHMENT A

AMENDMENT TO AGREEMENT FOR COORDINATING DISASTER MANAGEMENT SERVICES WITH DISASTER MANAGEMENT AREA E

THIS AMENDMENT to the AGREEMENT FOR COORDINATING DISASTER MANAGEMENT SERVICES between Disaster Management Area E, a joint powers authority (hereinafter called "Area E"), and **Cullen Armet**, an individual (hereinafter called "Contracted Coordinator") is effective as of **September 16, 2015**.

RECITALS

- A. Area E and Contracted Coordinator entered into an Agreement for Coordinating Disaster Management Services dated May 22, 2015 ("Agreement"), whereby Contracted Coordinator agreed to provide Disaster Management Area Coordinator services for Area E, as described in the Scope of Services in the Agreement.
- B. Area E and Contracted Coordinator now desire to amend the Agreement in order to modify terms and conditions to allow the Contracted Coordinator to be reimbursed for vehicle mileage costs.

TERMS

1. **Contract Changes.** The Agreement is amended as provided herein.

Section 3 of this agreement is hereby amended as follows:

Section 3. Compensation. Area E agrees to compensate CONTRACTED COORDINATOR, and CONTRACTED COORDINATOR agrees to accept in full satisfaction for the services \$ **5,800** per month subject to prorating in the event of early termination and for any partial month (the "Consideration"). The Consideration shall constitute full payment for the services (including all clerical and secretarial support) and for any equipment, materials, supplies and expenses (including labor, materials delivery tax, assembly, and installation, as applicable) necessary to provide the services. Area E shall reimburse CONTRACTED COORDINATOR for vehicle mileage costs incurred while conducting Area E business at the federal standard mileage rate set each year by the Internal Revenue Service. Area E shall pay CONTRACTED COORDINATOR the Consideration in accordance with the schedule of payment set forth in Exhibit B attached hereto and incorporated herein. By way of illustration only and to provide an estimate of the nature and scope of the services the parties anticipate will be required to achieve the results expected under this AGREEMENT, the parties estimate CONTRACTED COORDINATOR will devote 25-35 hours per week performing the services. In the event that significantly more or less time is required on a regular and continuing basis, either party may request consideration of an adjustment in the Consideration.

Area E agrees to pay up to \$300 for costs associated with professional memberships. Any amount above this threshold shall be paid by CONTRACTED COORDINATOR.

Area E may pay for CONTRACTED COORDINATOR's attendance at annual meetings / conferences upon prior approval of the Governing Board. Such payment(s) shall be limited to travel by common carrier, registration and lodging without regard to per diem.

AMMENDMENT EXECUTED the day and year stated above.

Disaster Management Area E

By _____
Chair, Governing Board

CONTRACTED COORDINATOR

By _____

Address: _____

Date: _____

ATTACHMENT B

AGREEMENT FOR COORDINATING DISASTER MANAGEMENT SERVICES WITH DISASTER MANAGEMENT AREA E

THIS AGREEMENT is entered into as of **June 1, 2015** (the "Commencement Date"), by and between Disaster Management Area E, a joint powers authority (hereinafter called "Area E"), and **Cullen Armet**, an individual (hereinafter called "Contracted Coordinator").

RECITALS

A. Area E desires to have certain professional services provided (the "services") as set forth in Exhibit A attached hereto and incorporated herein.

B. CONTRACTED COORDINATOR represents that it is qualified to and able to perform the services.

NOW, THEREFORE, the parties agree as follows:

Section 1. CONTRACTED COORDINATOR's Services. CONTRACTED COORDINATOR shall perform the services as described in Exhibit A, attached hereto and incorporated herein, to the full satisfaction of Area E.

Section 2. Term and Time of Performance. Except as otherwise provided in this AGREEMENT, this AGREEMENT shall terminate on June 30, 2016. (the "Termination Date"). Area E may extend this AGREEMENT for an additional one (1) year term, beginning July 1, 2016, by written notice to CONTRACTED COORDINATOR given at any time prior to the Termination Date and the "Termination Date" shall be adjusted accordingly. CONTRACTED COORDINATOR shall continue to perform the services described in Exhibit A through the Termination Date, and any extension thereof.

Section 3. Compensation. Area E agrees to compensate CONTRACTED COORDINATOR, and CONTRACTED COORDINATOR agrees to accept in full satisfaction for the services \$ **5,800** per month subject to prorating in the event of early termination and for any partial month (the "Consideration"). The Consideration shall constitute full payment for the services (including all clerical and secretarial support) and for any equipment, materials, supplies and expenses (including mileage, labor, materials delivery tax, assembly, and installation, as applicable) necessary to provide the services. Area E shall pay CONTRACTED COORDINATOR the Consideration in accordance with the schedule of payment set forth in Exhibit B attached hereto and incorporated herein. By way of illustration only and to provide an estimate of the nature and scope of the services the parties anticipate will be required to achieve the results expected under this AGREEMENT, the parties estimate CONTRACTED COORDINATOR will devote 25-35 hours per week performing the services. In the event that significantly more or less time is required on a regular and continuing basis, either party may request consideration of an adjustment in the Consideration.

Area E agrees to pay up to \$300 for costs associated with professional memberships. Any amount above this threshold shall be paid by CONTRACTED COORDINATOR.

Area E may pay for CONTRACTED COORDINATOR's attendance at annual meetings / conferences upon prior approval of the Governing Board. Such payment(s) shall be limited to travel by common carrier, registration and lodging without regard to per diem.

Section 4. Independent Contractor. CONTRACTED COORDINATOR will act hereunder as an independent contractor. This AGREEMENT shall not and is not intended to constitute CONTRACTED COORDINATOR as an agent, servant, or employee of Area E and shall not and is not intended to create the relationship of partnership, joint venture or association between Area E and CONTRACTED COORDINATOR. CONTRACTED COORDINATOR has and shall retain the right to exercise full control over the employment, direction, compensation and discharge of all persons employed by CONTRACTED COORDINATOR in the performance of services under this AGREEMENT. CONTRACTED COORDINATOR shall be solely responsible for, and shall indemnify, defend and save Area E harmless from all matters relating to the payment of its employees, including compliance with social security, withholding and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

Section 5. Assignment. This AGREEMENT may not be assigned in whole in or in part by CONTRACTED COORDINATOR without the prior consent of Area E, which may be withheld in Area E's sole discretion. No assignment shall release the original parties or otherwise constitute a novation.

CONTRACTED COORDINATOR shall not subcontract any services to be performed under this AGREEMENT without prior written approval of Area E.

Section 6. CONTRACTED COORDINATOR/Area E Liaison. The Board Chair shall be the person principally responsible for coordinating CONTRACTED COORDINATOR'S obligations under this AGREEMENT and shall serve as principal liaison between Area E and CONTRACTED COORDINATOR. Designation of another Area E liaison for CONTRACTED COORDINATOR shall be made in writing.

Section 7. Personnel. CONTRACTED COORDINATOR represents that it has, or shall secure at its own expense, all personnel required to perform CONTRACTED COORDINATOR's services under this AGREEMENT. CONTRACTED COORDINATOR may associate with or employ associates in the performance of its services under this AGREEMENT, but at all times CONTRACTED COORDINATOR shall be responsible for all services pursuant to this AGREEMENT.

Section 8. Interests of CONTRACTED COORDINATOR. CONTRACTED COORDINATOR affirms that it has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services

contemplated by this AGREEMENT. No person having any such interest shall be employed by or be associated with CONTRACTED COORDINATOR. In order to help Area E enforce this provision, CONTRACTED COORDINATOR shall, on a quarterly basis, provide to Area E's Board a list of business interests held by CONTRACTED COORDINATOR which business interests may engage in work within or near the boundaries of any Area E member or which business interests may do business with Area E.

Section 9. Indemnification. DISASTER MANAGEMENT AREA E agrees to indemnify, defend and hold harmless the CONTRACTED COORDINATOR from any and all actions, claims, damages to persons or property, penalties, obligations or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of the acts, errors or omissions of the CONTRACTED COORDINATOR, in performing their official duties as set forth in this AGREEMENT. Disaster Management Area E's indemnification obligation is limited by and subject to the terms and conditions and limitations as specified in the Memorandum of Liability Protection between Disaster Management Area E and the California JPIA.

Section 10. Ownership of Documents. All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by CONTRACTED COORDINATOR in the course of providing any services pursuant to this AGREEMENT shall become the sole property of Area E and may be used, reused or otherwise disposed of by Area E without the permission of the CONTRACTED COORDINATOR. Upon satisfactory completion of, or in the event of expiration, termination, suspension, or abandonment of the AGREEMENT, CONTRACTED COORDINATOR shall turn over to Area E all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents. With respect to computer files, CONTRACTED COORDINATOR shall make available to Area E, upon reasonable request by Area E, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

Section 11. Evaluation. Area E shall evaluate the results achieved by CONTRACTED COORDINATOR under this AGREEMENT at approximately six (6) month intervals during the term of this AGREEMENT. In the event Area E does not conduct an evaluation as scheduled, CONTRACTED COORDINATOR may request an evaluation during the two (2) weeks following the evaluation date. In the event CONTRACTED COORDINATOR does not request an evaluation during this two (2) week period, the requirement for an evaluation shall be waived. Area E may, in its sole and absolute discretion consider adjustment of Consideration in conjunction with any Evaluation. Changes in Consideration shall only be effective if made in writing, duly approved by Area E.

Section 12. Obligations of Area E. CONTRACTED COORDINATOR hereby acknowledges and agrees that the debts, liabilities and obligations of Area E under this AGREEMENT are solely those of Area E and under no circumstances shall they be the debts, liabilities and obligations of any member agency of Area E.

Section 13. Early Termination. Either party may terminate this AGREEMENT with or without cause upon thirty (30) days' written notice. If said termination is without cause, Area E shall pay for services satisfactorily completed before termination.

Section 14. Notice to CONTRACTED COORDINATOR. Any notice required to be given to CONTRACTED COORDINATOR shall be deemed duly and properly given upon delivery, if sent to CONTRACTED COORDINATOR postage prepaid to the CONTRACTED COORDINATOR's address as set for the below or personally delivered to CONTRACTED COORDINATOR at such address or other address specified to Area E in writing by CONTRACTED COORDINATOR.

Notice to Area E. Any notice required to be given to Area E shall be deemed duly and properly given upon delivery, if sent to Area E postage prepaid to the current chair of the Governing Board at the office in which the chair works or personally delivered to Area E at such address or other address specified to CONTRACTED COORDINATOR in writing by Area E.

Section 15. Entire Agreement. This AGREEMENT inclusive of EXHIBIT A, EXHIBIT A-1 and EXHIBIT B represents the entire integrated AGREEMENT between Area E and CONTRACTED COORDINATOR, and supersedes all prior negotiations, representations or agreements, either written or oral. This AGREEMENT may be amended only by a written instrument signed by both Area E and CONTRACTED COORDINATOR.

EXECUTED the day and year first above stated.

Disaster Management Area E

By Emely Merina
Chair, Governing Board

CONTRACTED COORDINATOR

By Cullen Armit

Address: _____

Date: 5-22-15

EXHIBIT A

Scope of Services

The CONTRACTED COORDINATOR shall provide all general administrative services for the Area E Board and implement the policies set forth by the Board. These may include, but are not limited to, the following:

1. Attend all regular meetings of the Area E Board. Coordinate and schedule meetings, prepare regular reports, and supporting meeting materials for the Board.
2. Research, prepare, and provide written, verbal, and financial analysis on specific Area E projects and programs.
3. Prepare written summaries of all meetings and follow-up correspondence as necessary. In addition, represent Area E at designated meetings including, but not limited to meetings of the operational area, state, federal, private, and non-profit organizations.
4. Directly interface with Area E Board members and establish a communication network that provides the Board with pertinent information in a timely manner upon which the Board can make meaningful decisions.
5. Disseminate emergency management information received from the County / County Operational Area to all Area E cities.
6. Work with the Operational Area in the development and submission of required emergency management assistance grant documents.
7. Participate in operational area planning, exercises, and training. Conduct and facilitate training sessions for Area E cities as necessary.
8. Advocate for Area E Cities and liaison with the Los Angeles County Operational Area (Op Area) Emergency Operations Center (EOC) (OAEOC) as necessary; assist other Areas as requested; assist in staffing the City Liaison post at the OAEOC.
9. Serve as a liaison with the Los Angeles County Sheriff's Department Emergency Operations Bureau and Station Coordinators and Fire Department, American Red Cross, Los Angeles County Office of Emergency Management, Los Angeles County Operational Area, State Office of Emergency Services and U.S. Department of Homeland Security, monitoring key issues and legislation, and its impacts on Area E.

10. Assist in the preparation and presentation of the annual budget for Board approval.
11. Maintain all records necessary for participation in Emergency Management Performance Grant (EMPG) funding.
12. Assist Area E cities in the preparation and revisions of necessary ordinances, resolutions, and other materials required by the U.S. Department of Homeland Security, State OES, and the Operational Area.
13. Keep office hours at least one day a week in a specified location, as necessary to nature of the services and results to be achieved, to meet with Area E staff members, consultants and to take care of Area E business as required.
14. Perform other such duties as are listed in the Duty Statement attached hereto as Exhibit A-1. Optional responsibilities listed in the Duty Statement (Exhibit A-1) may be modified by the Area E Board in meeting its specific needs.

EXHIBIT A-1
ATTACHED DOCUMENT

EXHIBIT B

Schedule of Payment

By the 1st of each month, CONTRACTED COORDINATOR shall provide to Area E a Statement of Services setting forth (I) the hours spent by CONTRACTED COORDINATOR performing services for Area E during the prior month not included in Section 3 of the AGREEMENT. Area E shall pay all undisputed amounts set forth in a Statement of Services by the 15th of the month in which the Statement is received.



www.dmae.ca.gov

AREA E DISASTER MANAGEMENT OPERATIONAL AREA INFORMATIONAL REPORT

October 21, 2015

Cullen Armet

Area E DMAC

AREA E MEMBERS

ARTESIA

BELL

BELL GARDENS

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SANTA FE SPRINGS

SOUTH GATE

VERNON

WHITTIER

AREA E DISASTER MANAGEMENT COORDINATOR

Cullen Armet

Cell: (562) 505- 6443 Email: dmac@dmae.ca.gov

AREA E ADMINISTRATIVE MANAGER

Jennifer Cerda

13700 La Mirada Blvd, La Mirada, CA 90638

Office: (562) 902-2368 Cell: (562) 505-6443 Email: admin@dmae.ca.gov

AREA E EXECUTIVE COMMITTEE

Andrew Vialpando, City of La Mirada, Chairman

Office: (562) 902-2982 Email: avialpando@cityoflamirada.org

Stacy Barnes, City of Compton, Vice Chairman

Office: (310) 685- 6280 Email: sbarnes@comptoncity.org

Sheri Koomen, City of South Gate, Committee Member

Office: (323) 563-5483 Email: skoomen@sogate.org

Joel Hockman, City of Bellflower, Committee Member

Office: (562) 925-0124 Email: jhockman@bellflower.org

Andrew Stevens, City of Downey, Committee Member

Office: (562) 904-7346 Email: astevens@downeyca.org

AREA E EXECUTIVE COMMITTEE ADVISORY MEMBER

Ashu Palta, Los Angeles County OEM

Office: (323) 980-2268

IMPORTANT INFORMATION

Los Angeles County OEM Duty Officer

Cell (323) 459-3779

OEM Duty Pager (213) 508-8023

dutyofficer@ceooem.lacounty.gov

OARRS at <https://oarrs.lacounty.gov>

OARRS Tech Support at oarrstechsupport@ceo.lacounty.gov

ARC Disaster Dispatch System (National 24/7) to report an incident Call
(800) 675-5799

TRAINING, EXERCISES AND WORKSHOPS

MEDICAL COUNTER MEASURE (MCM) EXERCISE (NOVEMBER 17-20)

Scenario: Inhalational Anthrax Release

Goal: To test the activation and implementation of the public POD MCM dispensing strategy for mass prophylaxis in response to release of inhalational anthrax

LA County Department of Public Health (DPH) is leading the Medical Countermeasure Exercise based off an Inhalational Anthrax Attack Scenario on Nov. 17-20. Two Area E cities are partially activating their POD sites: Downey and Carson

The exercise is spread out over 4 days to test different capabilities:

Day 1 November 16th: Decision Making/Policy
Day 2 November 17th: Public Information
Day 3 November 18th: Distribution of Antibiotics
Day 4 November 19th: POD Set Up and Antibiotic Dispensing

Advantages for a city to participate include:

1. Experience participating in a County level exercise
2. Opportunity to exercise EOC activation
3. Support from DPH in developing EOC injects and exercise objectives

Ways to participate if you are not activating a POD include:

1. Being an observer at one of the other activation sites (preferably full scale)
2. Sending a Public Information Officer rep to the Joint Information Center (see flyer)
3. Communication Test- Respond to the OARRS notification from OEM by sending in a SitRep
4. Scenario Specific Table Top Exercise (provided by DPH)

Partial activation of POD site summary:

Wednesday, November 18

- Access to POD site to drop off supplies

Thursday, November 19

- Staffing minimum from cities for following tasks:
- One person to be in unified command with Public Health
- Facility management
- Setting up tables and chairs
- Assist with facility related needs (i.e. bathrooms, more chairs)
- Secured room on site to store the supplies after the exercise (two rolling cages - dimensions are 6½'W x 20"D x 6½'H and two pallets - 36 sq ft each)
- Time frame would be between 8 am - 1pm

Friday, November 20

- Access to the POD sites to pick up supplies

OARRS TRAINING FOR JURISDICTIONS

Date: November 3

Times: Session One: 9:00AM – 12:00PM Session Two: 1:30PM – 4:30PM

Date: November 5

Times: Session One: 9:00AM – 12:00PM Session Two: 1:30PM – 4:30PM

Date: November 9

Times: Session One: 9:00AM – 12:00PM Session Two: 1:30PM – 4:30PM

During this initial roll out of the revised OARRS system, trainings will only be provided at LA County OEM's EOC

1275 N. Eastern Avenue, Los Angeles, 90063

Be sure to have assigned multiple OARRS users. Test your log-in prior to the course and contact coarrsadmin@ceo.lacounty.gov to add any new users. Contact Alissa Williams from OEM for any questions about the course or registration: awilliams@ceooem.lacounty.gov

SEMS COMBO COURSE

Course Description: Any employee or volunteer classified as a "disaster worker" or who will be responding to, and working on behalf of, your city or agency during a major emergency or disaster, must meet the minimum training competencies in: IS 100, IS 700, IS 701, IS 706, IS 800, and the Standardized Emergency Management System (SEMS) Course.

There will be 50 seats offered for this course for only Area E cities initially. We will offer another in the Spring based on demand.

November 10th, 8 am – 5 pm
Cerritos Performing Arts Center
12700 Center Ct Dr S, Cerritos, CA 90703, Sierra Room

Lead Instructor: Kurt Johnson, City of Montebello

RED CROSS SHELTER TRAINING FOR CITY EMPLOYEES

Description: Shelter Fundamentals 4 hours; Shelter Exercise, hands on practice session 3 hours. Training is designed for city employees who will be a part of shelter operations for their city whether the city is standing up its own or getting assistance from the ARC.

City of Lakewood
December 3rd, 2015
8 am – 3 pm

Lead Instructor: Chris Campbell- Jay

AREA E DISASTER MANAGEMENT

AREA E CERT REFRESHER - FLOOD OPERATIONS

Area E hosted a very successful CERT Refresher Training taught by ESC Andrew Stevens from Downey. We had a great turn out along with some excellent take-aways regarding different flood scenarios and safety considerations. Area E is would like to work with Andrew and the County Dept. of Public Works to put on another similar course directed at city public works employees and other field workers.

ALERT LOS ANGELES COUNTY NOTIFICATION PROTOCOLS

Area E hosted a webinar on October 13th regarding the Alert LA County Notification System and proper activation and messaging coordination.

It is very important to integrate this procedure document into your EOP and ensure proper designation of authority. The document and recorded webinar are available online through the ESC Resource Library. Email DMAC for link and password to library.

AREA E CWIRS DRILL

Area E conducts monthly CWIRS drills the first Thursday of each month beginning at 8:30am. Instructions for participation will be sent out prior to the drill. Practice using your CWIRS radio and check in. Please email the Area E Office if you are experiencing any problems with your radio.

- We will be rotating Net Control (meeting facilitator) and systems/channels. Instructions will be sent prior to each exercise.

In lieu of our regularly scheduled CWIRS drill, Area E offered cities 3 time frames to check in on the day of the October 15th ShakeOut drill. AAR will be in November report.

WEBSITE/EMAILS

The Area E website has switched domain names to www.dmae.ca.gov. Continue to use website to refer to master calendar, resource documents, forms, etc. will be updated on a regular basis. Remember to share your upcoming City activities so they can be placed on the master calendar.

Along with the domain name change, Area E DMAC and staff have new addresses:

Cullen Armet, DMAC
dmac@dmae.ca.gov

Jen Cerda, Office Manager
admin@dmae.ca.gov

Zaira Villa , CERT Coordinator
staff@dmae.ca.gov

BOARD MEETINGS

Board meetings are held each month on the 3rd Wednesday, with exception of July, August, and December. Special Board meetings may be scheduled to accommodate unforeseen scheduling conflicts. Attendance, representation of each member city, is highly recommended. In addition to updates and networking, Board meetings may include budget and other items that may require a vote. As with other rules of order, Area E Board meetings **must meet a quorum** to be deemed official. If you cannot attend, send an alternate in your place.

AREA E DISPLAY BOARD / PUBLIC EDUCATION MATERIALS

- The Area E Office can support your public education events through use of the Disaster Preparedness display board and public ed. materials. Email your supplies order form to the Area E Office. In order to do the best to accommodate each request, please submit your order request at least 2 weeks before scheduled event. Also note that Area E cannot deliver requested items.
- The Area E Office has various resources available to check out for your emergency preparedness lectures, trainings, or events. Email your requests to the Area E Office.

LOS ANGELES COUNTY EM ACTIVITIES

- **New Plan - Operational Area Debris Management Plan for Los Angeles County.** DMAC involved in project with LA County DPW to finalize a County wide debris management plan; an abbreviated template for jurisdictions will also be developed in this process.
- **LA Co. OEM:** County OEM provides a quarterly summary of plans and status report. Please email the Area E office for a copy of the latest report.
- **Contact for LA County Public Education Materials** - For ordering ESP Survival Guides, SNAP brochures, etc. for your City, please contact Mariela Balam with the Los Angeles County Office of Emergency Management. mbalam@ceooem.lacounty.gov. Remember that these items are available in various languages to better serve the needs of your community.

Area E Website

www.dmae.ca.gov**LINKS:**

Area E Regional CERT website

www.areaecert.org

California Governor's Office of Emergency Services

www.oes.ca.gov

Disaster Management Area Coordinator's DMAC's online resource website:

www.dmacsonline.com

Federal Emergency Management Agency

www.fema.gov, www.ready.gov

Preparedness Information: (Earthquake Alliance)

www.daretopprepare.org

Shake Out – Be sure to register for October 2014 Shake Out event:

www.shakeout.org

LA County Emergency Survival Program (ESP):

www.espfocus.org

LA County OEM

<http://lacoa.org>

LA County Public Works

<http://dpw.lacounty.gov>

LA Department of Health Services

<http://dhs.lacounty.gov>

Date: October 21, 2015

Time: 8:30am - _____

Event: Area E Board Meeting

Topic: General Board

Instructor/Facilitator: Andrew Vialpando, Chair



(Number)	First Name	Last Name	City/Agency	Signature
1.	Sam	Choi	Artesia	
2.	Pradeep	Elayath	Artesia	
3.	Tracy	Fuller	Artesia	
4.	Art	Jimenez	Bell	
5.	Tom	Rodriguez	Bell	
6.	Joel	Hockman	Bellflower	
7.	Jennie	Kirby	Bellflower	
8.	John	Orpopeza	Bell Gardens	
9.	Anita	Kincherlow	Carson	
10.	Ky	Truong	Carson	
11.	Emely	Merina	Cerritos	
12.	Maria RALPH	Moneses VIVERO	Commerce	
13.	Matthew	Rodriguez	Commerce	
14.	ERNE Stacy	FERRO Barnes	Compton	
15.	Jose	Pulido	Cudahy	
16.	Mark	Gillaspie	Downey	
17.	Andrew	Stevens	Downey	
18.	Juana	Hernandez	Hawaiian Gardens	
19.	Tina	Rosas	Hawaiian Gardens	
20.	Edgar	Cisneros	Huntington Park	
21.	Susan	Crum	Huntington Park	

Date: October 21, 2015

Time: 8:30am - _____

Event: Area E Board Meeting

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(Number)	First Name	Last Name	City/Agency	Signature
22.	Cosmo	Lozano	Huntington Park	
23.	Doug	Graff	La Habra Heights	
24.	Andrew	Vialpando	La Mirada	
25.	Nancy	Hitt	Lakewood	
26.	Mark	Flores	Lynwood	
27.	Peter	Han	Lynwood	
28.	Deborah	Jackson	Lynwood	
29.	Aundre	Dupre	Maywood	
30.	Kurt	Johnson	Montebello	
31.	Rick	Rojas	Montebello	
32.	Raquel	Vernola	Norwalk	
33.	Eric	Wosick	Norwalk	
34.	Carlos	Mendoza	Paramount	
35.	Maria	Meraz	Paramount	
36.	Mario	Ponce	Paramount	
37.	Judith	Candelas	Pico Rivera	
38.	Julia	Gonzalez	Pico Rivera	
39.	Hector	Hernandez	Pico Rivera	
40.	Darryl	Pedigo	Santa Fe Springs	
41.	Sheri	Koomen	South Gate	
42.	Yesenia	Barajas	Vernon	

Date: October 21, 2015

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(Number)	First Name	Last Name	City/Agency	Signature
43.	Mike	Busch	Vernon	<i>M Busch</i>
44.	Jerry	Winegar	Vernon	
45.	Rod	Hill	Whittier	
46.	Yolanda	Martinez	Whittier	
47.	Ashu	Palta	LA Co OEM	
48.	Cullen	Armet	Area E DMAC	<i>Cullen Armet</i> <i>Jennifer Cerda</i>
49.	Jennifer	Cerda	Area E	
50.	Zaira	Villa	Area E	
51.	Chris	Campbell-Jay	ARC-Long Beach	
52.	Tori	Kanhayuwa	ARC-Long Beach	
53.	Priscilla	Schoch	ARC-Long Beach	
54.	Cindy	Garibay	CSUDH	
55.	LaFonda	Riggins	LACoF-CSR	
56.	Rosemary	Vivero	LACoF-CSR	
57.	Dorothy	O'Brien	LACoPH	
58.	Brian	Doyle	LASD- Norwalk	
59.	Jose	Navarez	LASD- Norwalk	
60.	Andrew	Thompson	LASD- Norwalk	
61.	Norm	Zezula	LHH Fire Watch/ Fire Safe Council	<i>Norm Zezula</i>
62.	Marques	Andrew	MSH- Fire Chief	
63.				

Date: October 21, 2015

Time: 8:30am - _____

Event: Area E Board Meeting

Topic: General Board

Instructor/Facilitator: Andrew Vialpando, Chair



(Number)	First Name	Last Name	City/Agency	Signature
64.	JOE	SETTLES	HUNTINGTON PARK P.D.	
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